

CLSS in Proof Phase!

What do you do now?, What's different, and what's still to come!



CLSS in Proof Phase

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Updated Phases, Here's Where We are Now:

6 Phases:

~~Plan~~ → ~~(ACS Review)~~ Proof → Publish → Registration → Term
in Progress (then locked, then archived)

2 Modes:

~~Design~~ → Refine

In Plan Phase, CLSS and Banner were not yet speaking to one another, and all information is held in CLSS. Now that we are in Proof Phase, CLSS and Banner work together and their changes can speak back and forth. This is when we are also in Refine Mode (noted in blue).



Updated Time Table/Timeline Help (FA24)

~~:Jan 10 + 11: Required in person training, CourseLeaf will deliver this training~~

~~**Plan Phase:** Jan 10 - Feb 9 (F)~~

~~**AGS Reviews:** Feb 12(M) - Feb 23 (F)~~

Proof Phase: Feb 26 (M) - Mar 1 (F)

Publish Phase: Mar 8 - Mar 31 (F, Plan Ahead is the 8th)

Registration Phase: Apr 1(M) - Aug 16 (F, Friday before courses begin)

Term in Progress: Aug 19- (M) - Dec 6 (F)

Locked Phase

Archive Phase



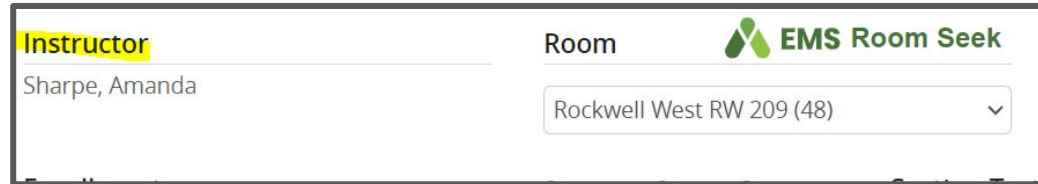
What is Proof Phase and What are the Goals?

- You can think of Proof Phase as your first chance to review your initial submission to CLSS–You can review how things are shaping up for your FA24 schedule. **Don't worry– You can still make changes in Proof Phase, too!**
- **Proof Phase (for FA24) runs from February 26th- March 1st. This is because March 1st is exactly one week prior to when Plan Ahead begins (March 8th),** when the schedule is viewable to the campus community. We'd like you to have some time to review things before Plan Ahead which aligns with the start of “Publish Phase” in CLSS.
- **In Proof Phase, CLSS and Banner are connected and working together.** This is different from the last time you worked in CLSS during Plan Phase when CLSS and Banner were separate.
 - Why does this matter? Lots of changes you may wish to make in Proof Phase will have an almost immediate effect since the systems are linked. The only exception to this is workflows.




Adding Instructors in SCAIT—now that we are in Refine Mode, instructors can be added to courses!

- As of Monday February 26th, 2024, with the beginning of Proof Phase SCAIT is now open to add instructors for the FA24 term.
- **You will follow the same process that you have previously to enter instructors, doing so in Banner. You cannot add instructors in CLSS.**
- After you add an instructor in Banner and save, the information will be visible in CLSS (see photo to right)
- If you don't see the instructor on a section right away, try opening and closing the section again in CLSS to refresh it.
- For SCAIT specific questions, please continue to work with Tyson Koss.
 - If Room Scheduling can help with your inquiry in any way, Tyson will let us know!

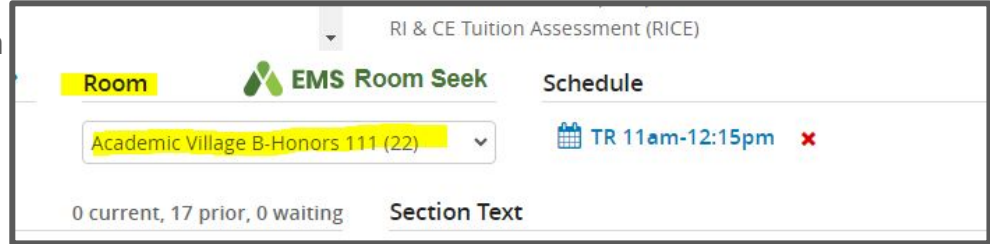


The screenshot shows a table with two columns: 'Instructor' and 'Room'. The 'Instructor' column contains the text 'Sharpe, Amanda'. The 'Room' column contains a dropdown menu with the selected option 'Rockwell West RW 209 (48)'. To the right of the 'Room' column is a green icon of three people and the text 'EMS Room Seek'.

Instructor	Room
Sharpe, Amanda	Rockwell West RW 209 (48)  EMS Room Seek

How Do I Find Out About the Location of My Course?

- To see a room assignment, visit the room area of a course and see what is located in the drop down menu, See the example to the right.



RI & CE Tuition Assessment (RICE)

Room **EMS Room Seek** Schedule

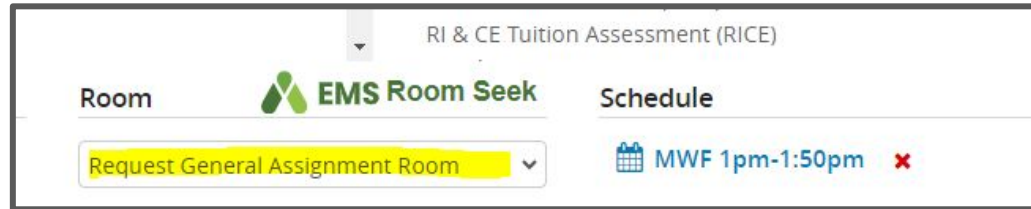
Academic Village B-Honors 111 (22) TR 11am-12:15pm

0 current, 17 prior, 0 waiting Section Text

What happens if I still see “General Assignment Room Requested” on the drop down menu?

Your course fits 1 of 2 categories:

- You **DO** need a GA room, and you need to use room seek to look for one that is available and suitable.
- You **DON'T** need a GA room, because your course requires meet times, but no room. GA room is serving as a placeholder here, you don't need to room seek.



RI & CE Tuition Assessment (RICE)

Room **EMS Room Seek** Schedule

Request General Assignment Room MWF 1pm-1:50pm

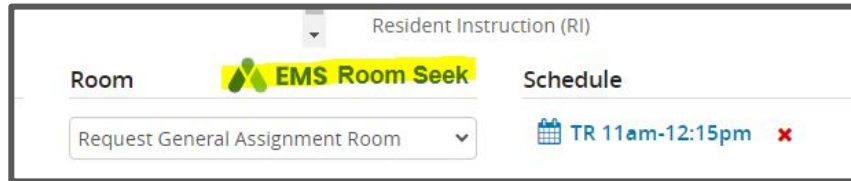
For more help with this [visit the more details page](#)



More Details: Room Drop Down Menu and EMS Room Seek

In Proof Phase you can change your room in 2 ways:
Search for any available rooms in EMS or select a department room if you have one from the menu.

① To search for potential open rooms in EMS, you will use the button above the room location drop down menu marked like this:



The screenshot shows a user interface for room selection. At the top, there is a dropdown menu labeled "Resident Instruction (RI)". Below this, there are two main sections: "Room" and "Schedule". In the "Room" section, there is a dropdown menu currently showing "Request General Assignment Room" and a button labeled "EMS Room Seek" which is highlighted in yellow. In the "Schedule" section, there is a calendar icon followed by the text "TR 11am-12:15pm" and a red "x" icon.

Immediately following hitting that button, you will get the following pop up, while what's in EMS is being fetched for you, please wait while this happens:

Immediately following hitting that button, you will get the following pop up, while what's in EMS is being fetched for you, please wait while this happens:



More Details: Room Drop Down Menu and EMS Room

③ Select the desired room from the listing— **Seek** This means, sometimes a choice in the using the green “select” button. **Important:** rooms in the listing are updated about every 30 min, because that’s the schedule that EMS refreshes on.

This means, sometimes a choice in the dropdown menu for selection, is already in progress with another course. You will know this is the case when you save and find the following error message “Rooms may not Overlap” :

EMS Room Seek

CIVE 502-001: Fluid Mechanics (CRN: 76042; CLSS ID: 8391)

Campus: Main - CSU Fort Collins **Meets:** MWF 8am-8:50am
8/19/2024 - 12/8/2024 **Enroll Max:** 24 **Room Features:** None

Available, Meets All Criteria Available, Criteria Not Met Not Available

Room	Capacity
Select Education 1	24
Select Education 105 B	24
Select Johnson Hall 220	24
Select Scott Bioengineering 231	24
Select Scott Bioengineering 268	25
Select Walnut 115	26
Select Microbiology A 114	27
Select Animal Science 135	30
Select Eddy 104	30

[Debug](#) [Cancel](#)

Validation Details

⊖ The section data you have provided cannot be saved. Please review and correct the errors listed below.


⊖ 31. Rooms may not overlap.

1. This desired space and time overlaps with another course. You cannot place something in a space that is already occupied by another course at the same time. Please select a new meeting time or a new room for this course.

[Close](#)

More Details: Room Drop Down Menu and EMS Room Seek

- There is an additional Room Seek Tab that is titled “ Available, Criteria Not Met” This shows your rooms you could have, but they are missing something you may require. Most of the time this is in reference to an enrollment cap versus room cap. This is a good page to visit, because sometimes changing a cap by 1-5 students can help you get a room that would work well for you. The deficit represents the number of students you’d need to lower a course by for use of the room.
- Visit the next page for some tips and ideas to best find rooms using Room Seek!



The screenshot shows the 'EMS Room Seek' application window. At the top, it displays course information: ANTH 274-001: Human Diversity (GT-SC2) (CRN: 73544; CLSS ID: 6238). Below this, it lists 'Campus: Main - CSU Fort Collins', 'Meets: TR 2pm-3:15pm 8/19/2024 - 12/8/2024', 'Enroll Max: 50', and 'Room Features: None'. There are three tabs: 'Available, Meets All Criteria', 'Available, Criteria Not Met' (which is selected and highlighted in yellow), and 'Not Available'. Below the tabs is a table with columns for 'Room', 'Capacity', 'Deficit', and 'Missing Features'. Each row has a green 'Select' button to its left. A yellow vertical highlight is placed over the 'Deficit' column.

Room	Capacity	Deficit	Missing Features
Select Engineering B 3	37	13	-
Select Clark C 360	36	14	-
Select Walnut 108	36	14	-
Select Walnut 110	36	14	-
Select Stadium 1213	35	15	-
Select Clark C 243A	18	32	-
Select Eddy 110	10	40	-



EMS Room Seek Tips

- Can't find an ideal room? What about a room that *could* work even if it's not a top choice? Booking that so you have something at the time you need, while you check in with faculty and other dept staff. Who knows, tomorrow or next week you could find something new and more appealing in Room Seek for the same days and times!
- I accidentally let go of a room I needed! Uh oh! This happens sometimes unintentionally. We recommend you see if you can find it again by room seeking, and if not, see if there's another room you can snag in the meantime so you have a space. We can't get back rooms for you (this is the nature of the room seek model) but if you have a special circumstance come up, reach out to us!
- Problem Solve the variables! Could you lower or raise the cap? What other days and times could work for this course? Do you have any department rooms open at the time you desire? Try thinking through adjustments to see if more rooms could be open to you if you make changes.
- Come back later or even in a few days! Rooms that are currently occupied may be shifting later, when other courses decide to cancel, changes their times, choose a new room, etc, new rooms may become available, and we encourage you to come back at a later day and time and room seek again to see what may have changed



What if I see a message like this? (Unsupported Section)



This section has features that cannot be edited in CLSS. Changes to this section will need to be made directly in your institution's student information system. ✕

This message means that this section isn't able to be supported between Banner and CLSS currently. There is usually a logical reason for this, but we're always happy to double check and make sure that it's not something we can get back into being supported for you.

If you encounter an unsupported section that you need changes made to, please contact us via email at:

RO_roomscheduling@colostate.edu

If you're worried about how an unsupported section looks, we also recommend looking at the course in the class schedule. CLSS talks to Banner and then Banner talks to the course schedule, so sometimes, we have it right for you in Banner and right on the course schedule, it's just not supporting in CLSS at the moment.



Workflows

Errors, Warnings, and Workflows are still present in CLSS in Proof Phase, but there's no validation like there was in Plan Phase.

Please fix any errors to proceed during Proof Phase.

Please be aware of any warnings during Proof Phase.

Please be advised that a workflow sends you item to us for review. This means that a desired change, won't be as immediate, because we will need to review it before it can take effect in Banner.



Important Dates for FA24:

System Access:

<https://next.catalog.colostate.edu/wen>

- ❖ **Plan Ahead Begins**, this is equivalent to the Publish Phase in CLSS: **Friday, March 8th**
- ❖ **Registration Opens** on **Monday, April 1st**

Support Contact :

RO_roomscheduling@colostate.edu

